

## Job Aid/Checklist

### Reporting Options and Procedures

	Restricted Reporting	Unrestricted Reporting
<b>Types of Reporting</b>	<p>Restricted reporting allows you to confidentially disclose details of your sexual assault to four specifically identified personnel without triggering an investigative process. To make a restricted report, you <b>MUST</b> notify one of the following personnel:</p> <ol style="list-style-type: none"> <li>1. Victim Advocate (VA)</li> <li>2. Sexual Assault Response Coordinator (SARC)</li> <li>3. Healthcare Provider</li> <li>4. Chaplain</li> </ol> <p><b>NOTE:</b> Reporting sexual assaults to any agency or individual not listed above will result in an unrestricted report.</p> <p><b>NOTE:</b> Restricted reporting avenues of confidentiality do not apply in a case of carnal knowledge or marital rape and only apply to Soldiers and not family members.</p>	<p>A Soldier who is sexually assaulted and desires official investigation of his/her allegation should make an unrestricted report. To make an unrestricted report you <b>MUST</b> notify one of the following institutions:</p> <ol style="list-style-type: none"> <li>1. Four specified agencies identified for restricted reporting (VA, SARC, Healthcare Provider, Chaplain)</li> <li>2. Chain of Command</li> <li>3. Military Police</li> <li>4. Criminal Investigation Command (CID)</li> <li>5. Army Community Services (ACS)</li> <li>6. Staff Judge Advocate (SJA)</li> <li>7. Local and State Police</li> <li>8. 911</li> <li>9. Army One Source (AOS)</li> </ol> <p>*May also notify four individuals listed under restricted reporting option.</p>
<b>Advantages</b>	<ul style="list-style-type: none"> <li>• You will have additional time and increased control over the release and management of your personal information.</li> <li>• You receive appropriate care and treatment that empowers you to seek relevant information and support to make informed</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures the widest range of rights and protections are afforded to the victim.</li> <li>• Provides commander support, such as protective orders,</li> </ul>

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	<p>decisions about possibly participating in a criminal investigation.</p> <ul style="list-style-type: none"> <li>• Restricted reporting gives senior mission commanders a clearer picture of the sexual violence within their command. This enhances a commander's ability to provide an environment which is safe and contributes to the well-being and mission-readiness of all its members.</li> <li>• Evidence collected during a forensic exam is maintained in a secure location for a year. Such evidence will only be processed if you decide to change the report from restricted to unrestricted and thus initiate the investigative process.</li> <li>• The SARC may only inform the senior mission commander that an assault has occurred and restrict information about the assault to non-identifying information, unless an exception to nondisclosure applies.</li> </ul>	<p>separation from offender (s), etc.</p> <ul style="list-style-type: none"> <li>• Provides for full investigation, such as crime scene processing, witness interviews, and suspect interrogation, which enhances opportunity to hold offender(s) accountable.</li> <li>• Enhances community and Soldier safety through timely prosecution of offender(s).</li> </ul>
<b>Disadvantages</b>	<ul style="list-style-type: none"> <li>• Law enforcement will not be informed nor does the command become involved, thus eliminating the opportunity for offender accountability.</li> </ul>	<ul style="list-style-type: none"> <li>• You might not have control over the release and management of your personal information.</li> </ul>
<b>Reporting Procedures</b>	<b>WHEN:</b> Sexual assault should be reported <b>IMMEDIATELY</b> . It is a crime!	
	<b>WHO:</b> The assault can be reported by the <b>VICTIM, FRIEND, ACQUAINTANCE, FAMILY MEMBER, OR FELLOW SOLDIER</b> .	
	<p><b>To WHOM:</b></p> <p><b>Restricted Reporting:</b> If you are the victim, you should report the sexual assault to your <b>Healthcare Provider, Chaplain, Sexual Assault Response Coordinator</b> or <b>Victim Advocate</b>. They will assist you in determining your options for restricted or unrestricted reporting. Remember, if you report the assault to anyone <b>other than these four</b>, you are electing <b>UNRESTRICTED REPORTING</b>.</p>	

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Reporting Procedures	<b>Unrestricted Reporting:</b> Witnesses to a sexual assault should report the sexual assault to the: <b>CHAIN OF COMMAND</b> or a <b>LAW ENFORCEMENT AGENCY</b> .	
	<b>WHAT:</b> Report the following information: <ol style="list-style-type: none"> <li>1. Date, time and location of incident</li> <li>2. Name of individual making report and relationship to incident or victim</li> <li>3. Victim's name and location</li> <li>4. Victim's injuries and medical needs</li> <li>5. Who, if anyone, is there to assist the victim</li> <li>6. Identity, description and location of alleged perpetrator</li> </ol>	
	<b>TO REPORT or NOT?</b> You may feel fearful, ashamed, embarrassed, angry, sad, and/or responsible. These are normal reactions. No one asks to be sexually assaulted. You are not to blame! <b>Report the assault!</b>  If you are a friend, acquaintance, or fellow Soldier, you may feel, "It's not my responsibility;" or "I'm intruding on someone's privacy or betraying a confidence." However, sexual assault is a traumatic event. <b>Your friend will need assistance.</b>  Victims should report assaults, even if they committed minor misconduct that may be subject to the UCMJ. Commanders have the discretion to delay action against a victim for his/her alleged minor misconduct (collateral misconduct) related to the sexual assault allegation.	